Issues orders in the matter of the Duties of *Ex-Officio* Controllers of Stationery and Forms.

READ.—

1. Government Order No. ED 234 UPS 63, dated 4th July 1963.
2. Letter No. C .19243/63, dated 23rd July 1963, from the Deputy Commissioner, South Kanara District, Mangalore.
3. Letter No. 2299/63, dated 19th August 1963, from the Registrar, High Court of Mysore, Bangalore.
4. Letter No. P. 740, dated 9th December 1963, from the Director of Printing, Stationery and Publications in Mysore, Bangalore.

PREAMBLE.—

The Registrar, High Court of Mysore and the Deputy Commissioner, South Kanara District have sought clarification of Government regarding the duties of the *Ex-Officio* Controllers of Stationery and Forms, to be designated as directed in Government Order dated 4th July 1963.

ORDER No. ED 234 UPS 62, DATED BANGALORE, THE 24TH JANUARY 1964 (MAGHA 4, SAKA ERA 1885).

Government are pleased to direct that the duties of the *Ex-Officio* Controllers of Stationery and Forms, to be designated as per Government Order No. ED 234 UPS 62, dated 4th July 1963 are:—

i) To ensure that indents for supply of stationery articles and forms are made separately, properly and in time; as per rules for supply, stock and accounting of stationery articles and forms;

ii) To ensure that as soon as stocks are received, they are carefully checked and signed by the appropriate heads of sections;

(iii) To ensure that issue and stock registers and their accounts are maintained properly, and the verification of the stock is done in time;

iv) To ensure that the stationery articles and forms indented for are used economically;

(v) To suggest ways and means for the economical use of stationery articles and forms; and

vi) Do such other duties as may be incidental to their work and as may be entrusted to them by the Heads of Departments.

2. The orders issued in the Government Order No. ED 234 UPS 62, dated 4th July 1963, are applicable to all the Heads of Departments, specified in Appendix of Mysore Civil Services Rules, 1958.

By Order and in the name of the Governor of Mysore,

V. A. GUMASTE,

Under Secretary to Government
Education Department.